JOB DESCRIPTION

Postholder:

Post Title: Science Technician

Hours of Work: 37 hours per week, 39 week contract

Scale: Grade 3

Responsible To: Director of Learning in Science

Responsible For: Providing a high level of technical support service within the

Science curriculum area.

The responsibilities relate to:

1. Ordering, maintenance of stock levels and preparation of materials for the curriculum
2. Maintenance of laboratory equipment
3. Assistance to support the delivery of the Science curriculum
4. Other
5. Ordering, maintenance of stock levels and preparation of materials for the curriculum

* Maintain stock levels and records, ordering equipment / consumable goods in liaison with teaching staff.
* Accurate preparation of standard materials, in readiness for curriculum delivery, in response to requests from teaching staff.
* Develop and operate administrative systems in relation to the technical aspects of the department
* Assist with the distribution of goods and equipment.
* Comply with Health and Safety guidelines for the use and storage of chemicals.

1. Maintenance of laboratory equipment

* Maintain and check on an annual basis, an inventory of equipment.
* Issue and receive equipment maintaining booking systems and checking equipment before being returned to store.
* Ensure that equipment / apparatus is kept clean and in good condition.
* Undertake minor repairs, maintenance and modification to equipment, making arrangements for major repairs to be carried out as necessary.
* Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions.
* Keep work places and storage areas clean and tidy.

1. Assistance to support the delivery of the Science curriculum

* Set up equipment in rooms for demonstration purposes as required.
* Classroom support during practical lessons.
* Maintain and administer ICT equipment for Science.
* Assist in the development of curriculum projects.
* Advise on the operation and technique in the use of equipment / materials.
* Ensure a safe, clean and tidy working environment complying with Health and Safety working practices.
* Assist in the display of student’s work within the school.

1. Other

* Provide general support where appropriate to the staff of the school.
* Other duties as may be reasonably required in agreement with the Headteacher.

FIR VALE SCHOOL ACADEMY TRUST

# Person Specification for Science Technician

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| **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS** | | |
| * GCSE (or equivalent) in Maths, English & Science | * Technical qualification in science related discipline. * First Aid at Work Certificate. | Application Form  Interview |
| **SKILLS/KNOWLEDGE/EXPERIENCE** | | |
| * Experience of working in a technical/ scientific environment. * Experience of working with chemicals. * Ability to work in a team. * Practical aptitude. * Excellent interpersonal and communication skills. * Ability to organise and manage resources. * Ability to work safely in accordance with departmental and school health and safety policy. * Ability to set up equipment for practical science lessons. | * Maintenance skills relevant to equipment used within the Science curriculum. * Ability to contribute across the whole breadth of the science curriculum area. * Understanding of COSHH regulations | Application form  Interview  References |
| **WORK RELATED CIRCUMSTANCES** | | |
| * Flexible and prepared to work outside school hours in response to the needs of the school and its users. |  | Application form  Interview  References |
| **PERSONAL QUALITIES** | | |
| * Energy, imagination and personal commitment. * Ability to adapt to changing workloads and work under pressure. * Self-motivated and ability to motivate others * Willingness to undertake training. * To work within the spirit of School Policies on Equal opportunities, Child Protection, Health and Safety, Finance, etc. * Flexible team worker. * Ability to form and maintain appropriate relationships and personal boundaries with young people | * Ability to contribute to after school clubs/activities. | Application form  Interview  References |